



---

# **AAS in Funeral Service**

## **Student Handbook**

---

October 9, 2018



250 Moore Street, Hackensack, New Jersey 07601  
Phone: 201.488.9400 – Fax: 201.373.8206  
www.eastwickcollege.edu

**AAS in Funeral Service**  
Student Handbook  
October 9, 2018

**Table of Contents**

A. Introduction.....	1
B. History .....	1
C. College Mission .....	2
D. College Objectives .....	2
E. Antidiscrimination Statement .....	2
F. Funeral Service .....	2
G. Funeral Directing and Embalming .....	3
1. Description .....	3
2. Licensure .....	3
3. Employment Opportunities .....	3
4. Required Abilities.....	3
a. Cognitive and Critical Thinking .....	3
b. Interpersonal Relationships .....	4
c. Communications .....	4
d. Physical Mobility and Strength .....	4
H. AAS in Funeral Service.....	4
1. Accreditation .....	4
a. Institutional .....	4
b. Programmatic .....	5
2. Admission Requirements.....	5
3. Program Academic Information .....	5
a. Description .....	5
b. Program Aim.....	6
c. Program Objectives.....	6
d. Student Learning Outcomes.....	6
e. Curriculum Outline .....	6
f. Course Descriptions.....	9
g. Academic Calendar .....	15

4.	Student Services .....	17
a.	Academic Advising.....	17
b.	Career Development .....	17
I.	Institutional Policies .....	17
1.	Criteria for Satisfactory Program Progression and Completion .....	17
2.	Grading Scale.....	18
3.	Satisfactory Academic Progress Policy .....	18
a.	Satisfactory Academic Progress Standard.....	18
1)	Frequency of Assessment .....	18
2)	Cumulative Grade Point Average (CGPA).....	18
3)	Percentage Successfully Completed .....	19
4)	Maximum Time in Which to Complete.....	19
5)	Leave of Absence .....	19
6)	Incomplete and Failing Grades, Repeated Courses .....	19
a)	Policy .....	19
b)	Purpose .....	20
c)	Procedure .....	20
7)	Academic Warning/Financial Aid Warning.....	20
8)	Academic Probation.....	21
9)	Academic Withdrawal .....	21
10)	Reinstatement Policy.....	22
11)	Academic Dismissal.....	22
4.	Institutional Code of Conduct .....	22
5.	Policy on Sexual Harassment .....	22
6.	Academic Integrity Policy .....	23
7.	Disciplinary Actions.....	23
8.	Withdrawals.....	23
9.	Appeal Procedure .....	23
10.	Grievance Procedure .....	24
a.	Policy .....	24
b.	Purpose .....	24
c.	Responsibilities .....	24
d.	Procedure .....	24
J.	Programmatic Policies .....	25
1.	Professional Behavior .....	25
a.	Personal Appearance .....	25
1)	Dress Code.....	25
2)	Hygiene .....	25

b. Class Environment .....	25
1) Freedom of Speech.....	25
2) Food and Drink.....	25
2. Externship.....	26
a. Health Requirements .....	26
b. Quality of the Learning Experience.....	26
c. Conduct.....	26
d. Grievances.....	26



**AAS in Funeral Service**  
Student Handbook  
October 9, 2018

**A. Introduction**

This handbook was prepared for students that have been accepted into Eastwick College's Associate in Applied Science (AAS) in Funeral Service Program. This handbook and the Eastwick College Catalog will be the primary source of information, guidelines, and policies while you complete your degree requirements. Please sign and return to the program director the attestation form in Appendix C.

You have been accepted into a rigorous program. You need to revise your schedule to ensure that you make enough time to study regularly and keep up with course requirements.

The funeral service faculty wishes you the best as you enter this program and strive to complete your degree and obtain your funeral director's license. We understand that life is not static and personal circumstances may change. Stay in contact with us so we can help you get through the program. We care and want you to succeed.

**B. History**

Eastwick College continually explores the labor market to create programs that serve the needs of the region. In 2012, the college conducted a regional survey among licensed funeral directors in Bergen, Hudson, and Essex counties. The objective was to explore whether an accelerated funeral service education program with a full-time externship at its conclusion was a viable alternative to traditional programs. As a result of the strong support for this innovative approach, Eastwick College developed a curriculum that allows students to complete the program (including externship) in 24 months (27 months for students who take didactic courses in the evening), compared to the usual four years required by traditional programs.

Eastwick's program is unique in that students meet all requirements for core and general education courses in a single enrollment, unlike other programs that require that students earn a degree or transfer credits for general education. Having the externship as a full-time experience after completing the didactic portion of the program allows students to be fully available during their time of service at funeral homes and benefit from exposure to all embalming and funeral directing activities.

Other programs include part-time externship activities alongside the didactic portion of the program. Because of the nature of the funeral service business, the funeral home may not be busy during the scheduled clinical time or may have an increased workload at times that the student is attending didactic sessions. This results in missed clinical opportunities and increased stress for students, who have to balance academic and clinical loads with transportation issues and personal responsibilities.

Eastwick College presented the AAS in Funeral Service to the New Jersey State Board of Mortuary Science October 2012 to seek the board's favorable concept, which would enable the institution to pursue approvals by the New Jersey Secretary of Higher Education (NJSHE) and the Accrediting Council of Independent Colleges and Schools (ACICS). After minor modifications, the state board voted in January 2013 to support the program and praised the novel idea of a single-enrollment curriculum and a full-time externship. NJSHE and ACICS approvals were obtained later in 2013.

Eastwick College hired a program director to mold the planned course work into a workable program in December 2013. Later in the month, Eastwick invited the executive director of the American Board of

Funeral Service Education (ABFSE) and a team leader of ABFSE's Committee on Accreditation to the college to start the programmatic accreditation process. The Department of Funeral Service Education enrolled its first students in January 2014; they are expected to graduate in April 2016.

### **C. College Mission**

Eastwick College prepares students for meaningful careers and/or advanced undergraduate studies. The college encourages students to achieve their goals in a supportive environment that embraces diversity and promotes lifelong learning.

Eastwick College's programs and varied instructional methods provide students with the skills and knowledge to meet the needs of employers and the community.

### **D. College Objectives**

1. To offer relevant curricula that meet the demands of the workplace.
2. To ensure that graduates demonstrate professional competency in their chosen fields.
3. To establish and maintain relationships with communities of interest to further the mission of the college and seek additional opportunities for our students and alumni.
4. To develop and expand the student's foundation in the following areas of general education:
  - a. Critical thinking
  - b. Mathematical reasoning
  - c. Information literacy
  - d. Verbal communication
  - e. Written communication
5. To foster a simulating educational climate with faculty and staff committed to student success and professional development.

### **E. Antidiscrimination Statement**

Eastwick College implements all admission and educational policies, as well as scholarship and loan programs without regard to religion, race, gender, disability, sexual orientation, gender expression or national or ethnic origin. All students are granted equal rights and privileges as they pertain to available programs and activities.

### **F. Funeral Service**

Funeral Service is a profession where an individual:

- works with the bereaved, providing sensitive, effective intervention during a time of emotional need;
- is a professional caregiver who enables families and communities to express their concern for life and the living;
- is a motivated man or woman who practices a unique vocation and who is legally required to possess certain professional qualifications;
- is involved in a variety of activities within the community; and
- carries out administrative and logistical tasks required by law, custom and accepted practice.

## **G. Funeral Directing and Embalming**

### **1. Description**

A funeral director/embalmer is a licensed professional who specializes in all aspects associated with funeral service, including:

- providing support for the bereaved during initial stages of their grief,
- arranging and directing funeral ceremonies,
- arranging for the removal of the deceased from the place of death,
- preparing the body according to the survivors' wishes and the requirements of the law,
- securing information for legal documents,
- filing death certificates and other legal papers,
- assisting survivors with details for filing claims for death benefits, and
- helping individuals adapt to changes in their lives following a death through post-death counseling and support activities.

### **2. Licensure**

In New Jersey, graduates of the program must meet the licensure requirements of N.J.A.C 13:36-3.1, which include graduation from a program accredited by the American Board of Funeral Service Education, passing scores on the National Board Exam (administered by the International Conference of Funeral Service Examining Boards) as well as the Mortuary Jurisprudence Examination and the Practical Examination (administered by the New Jersey State Board of Mortuary Science).

Students applying for admission to the funeral service program at Eastwick College and looking to obtain licensure outside of New Jersey should contact their respective state board of funeral service regarding that state board's approval of this particular program of instruction.

### **3. Employment Opportunities**

Employment opportunities in funeral service can provide lasting and rewarding employment in what many consider a stable industry. According to the U.S. Bureau of Labor Statistics (BLS), job opportunities in the area of funeral service are expected to grow by 12 percent by the year 2018. The BLS attributes the growth to the aging Baby Boomer population and the increasing number of retiring funeral directors, who on average continue to work in their profession longer than workers in other fields. Good candidates for funeral service careers include people who have a healthy attitude toward death, are comfortable interacting with people at extremely emotional times, and want to help others. Candidates must be willing to work an unpredictable schedule that includes nights, weekends and holidays.

### **4. Required Abilities**

The following mental and physical abilities are required for successful participation in the program and for continued success in the funeral service industry. Students with disabilities who are provided reasonable accommodations must demonstrate competency in these areas.

#### **a. Cognitive and Critical Thinking**

To make clinical judgments and meet laboratory objectives and requirements, students must be able to:

- comprehend new knowledge and apply it in any area of funeral service practice,

- analyze situations and identify cause-effect relationships effectively, and
- organize materials, solve problems, and make effective decisions.

**b. Interpersonal Relationships**

To interact purposefully and effectively with others, students must be able to:

- establish rapport with individuals,
- exchange ideas appropriately in a group setting, and
- convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.

**c. Communications**

To communicate effectively with others, students must be able to:

- understand verbal and written information received in English, and
- communicate effectively in written and spoken English.

**d. Physical Mobility and Strength**

To fulfill didactic, clinical, and professional requirements safely (notwithstanding any disabilities for which they have received reasonable accommodations), students must be able to:

- maintain their balance in any position, move between rooms, and maneuver in small spaces;
- flex, extend, abduct, and adduct upper and lower limb muscles and rotate all major joints freely;
- work for six or more hours in a laboratory and/or funeral home setting;
- position, lift, and transfer human remains without injury to self or others; and
- push, pull, or lift (with assistance from another person) heavy objects such as caskets containing human remains.

**H. AAS in Funeral Service**

**1. Accreditation**

**a. Institutional**

The Accrediting Council for Independent Colleges and Schools (ACICS) approved on August 28, 2013 the final inclusion of the AAS in Funeral Service program within the scope of Eastwick College's current grant of accreditation, which extends through December 31, 2019.

**Contact Information**

Accrediting Council for Independent Colleges and Schools (ACICS)  
 750 First Street, NE, Suite 980  
 Washington, DC 20002-4241  
 Phone: 202.336.6780  
[www.acics.org](http://www.acics.org)

**b. Programmatic**

The AAS in Funeral Service at Eastwick College is accredited by the American Board of Funeral Service Education (ABFSE).

**Contact Information**

American Board of Funeral Service Education (ABFSE)  
3414 Ashland Avenue, Suite G  
St. Joseph, Missouri 64506  
Phone: 816.233.3747  
[www.abfse.org](http://www.abfse.org)

**ABFSE Standard 11.5.1 Compliance Statement**

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's pass rates, graduation rates, and employment rates, please contact:

Dr. Daniel Simone  
Director of Funeral Service Education  
250 Moore Street  
Hackensack, NJ 07601  
Phone: 201.488.9400  
[dsimone@eastwick.edu](mailto:dsimone@eastwick.edu)

**2. Admission Requirements**

To be admitted to the AAS in Funeral Service program, a new applicant to the college must:

- a. meet with an admission representative to receive information about the characteristics of the program, student responsibilities, and professional profiles in the funeral service profession;
- b. meet with the program director, who will explore the applicant's motivations and skills in relation to the requirements of the funeral service profession and issue a recommendation for admission if the candidate is considered adequate for the program;
- c. determine, based on a clear understanding of the information discussed in #a and b above that the program is right for him/her;
- d. submit an official high school transcript or GED equivalency;
- e. take the Accuplacer exam (no score is required; results are used for future tracking of developmental activities in English and mathematics); and
- f. complete a criminal background check.

Applicants who meet the above admission requirements will be admitted into the program and allocated on a **first-come, first-served** basis to the next available start date in the applicant's preferred (day or evening) session. Eastwick College has four start dates per calendar year in both the day and evening sessions: late January, late April, late July or early August, and late October). Please see the enclosed academic calendar for specific dates.

**3. Program Academic Information**

**a. Description**

Eastwick's College Associate in Applied Science in Funeral Service program is designed to prepare the student to enter the workforce in the capacity of a funeral service intern, which

includes embalming, funeral directing, funeral arrangement, pre-need, and other related funeral service jobs.

The AAS in Funeral Service at Eastwick College is accredited by the American Board of Funeral Service Education (ABFSE).

**b. Program Aim**

The AAS in Funeral Service program aims to prepare competent funeral service professionals who promote the importance of their work as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and members of the funeral service profession;
- practitioners of who are knowledgeable of local, state, and federal regulations as they pertain to the geographic area where they practice; and
- professionals who are sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

**c. Program Objectives**

1. To develop and expand the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined by ABFSE.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a quality curriculum at the associate degree level that is comparable to that of quality funeral service education programs and exceeds regulatory requirements.
6. To encourage student and faculty research in the field of funeral service
7. To provide a firm base of general education encompassing basic skills relevant to funeral service practice in a variety of funeral business and professional settings.

**d. Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- perform embalming at an entry-level of proficiency,
- perform funeral directing at an entry-level of proficiency,
- discuss the history and current trends in the funeral service profession, and
- practice the funeral service profession within established ethical principles.

**e. Curriculum Outline**

Please turn to next page.

# Associate in Applied Science Degree in Funeral Service

24 Months, Full-Time (Day)  
27 Months, Part-Time (Evening)  
126 Quarter Credits

## Graduation Requirements

Course Type	Quarter Credits
Core + (C+)*	62
Foundation (F)	11
General Education (GE)	53
<b>Total</b>	<b>126</b>

## ABFSE Content Areas

Course Type	Quarter Credits
Business Management (BM)	25
General Education (GE)	45
Legal, Ethical & Regulatory (LER)	11
Public Health & Technical (PHT)	32
Social Sciences/Humanities (SSH)	13
<b>Total</b>	<b>126</b>

## Day Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

	Course Type	ABFSE Content Area	Course Number	Course Title	Weekly Hours			Quarter Credits
					Lecture	Lab	Practicum	
<b>Term 1</b>	C+	SSH	FNS101	Introduction to Funeral Service	4.5	0	0	5
	GE	GE	BIO101	Anatomy & Physiology I	6	2	0	8
	GE	GE	CCA101	Computer Concepts and Applications	1	3	0	3
	GE	GE	E101	English Composition I	4.5	0	0	5
								<b>21</b>
<b>Term 2</b>	C+	BM	FNS102	Funeral Service Principles	4.5	0	0	5
	GE	GE	BIO201	Anatomy & Physiology II	6	2	0	8
	GE	GE	E201	English Composition II	4.5	0	0	5
								<b>18</b>
<b>Term 3</b>	C+	PHT	FNS106	Principles of Embalming I	4.5	0	0	5
	F	LER	BUS209	Business Law	4.5	0	0	5
	GE	GE	BIO103	Microbiology	4	2	0	6
	GE	GE	PSYCH101	General Psychology	4.5	0	0	5
								<b>21</b>
<b>Term 4</b>	C+	PHT	FNS107	Chemistry for Funeral Service	4.5	0	0	5
	C+	PHT	FNS206	Principles of Embalming II	4	0	0	4
	F	BM	BUS101	Accounting I	4.5	0	0	5
	GE	GE	SOC100	Cultural Diversity	4.5	0	0	5
								<b>19</b>
<b>Term 5</b>	C+	PHT	FNS105	Funeral Service Pathology	4.5	0	0	5
	C+	PHT	FNS207	Embalming Lab	0	4	0	2
	C+	PHT	FNS208	Restorative Art	2	2	0	3
	GE	SSH	SOC101	Aging and Dying	3	0	0	3
								<b>13</b>
<b>Term 6</b>	C+	BM	FNS104	Funeral Service Management	4.5	0	0	5
	C+	LER	FNS103	Funeral Service Law	4.5	0	0	5
	C+	SSH	FNS209	Funeral Service Counseling	4.5	0	0	5
	F	BM	PD100	Professional Development	1	0	0	1
	GE	BM	COM101	Foundations of Communication	4.5	0	0	5
								<b>21</b>
<b>Term 7</b>	C+	BM	FNS210	Cemetery and Crematory Management	2	0	0	2
	C+	LER	FNS203	Funeral Service Laws, Rules and Regulations	1	0	0	1
	C+	PHT	FNS212	Funeral Service Field Experience A	0	0	27	4
								<b>7</b>
<b>Term 8</b>	C+	BM	FNS211	Funeral Service Licensing Exam Preparation	2	0	0	2
	C+	PHT	FNS213	Funeral Service Field Experience B	0	0	27	4
<i>* Externship experiences require a full-time schedule during the workweek.</i>								
<b>Program Total</b>								<b>126</b>

## Evening Program Outline

Course sequence subject to change; all terms are 12 weeks long, unless otherwise noted.

	Course Type	ABFSE Content Area	Course Number	Course Title	Weekly Hours			Quarter Credits
					Lecture	Lab	Practicum	
<b>Term 1</b>	C+	SSH	FNS101	Introduction to Funeral Service	4.5	0	0	5
	GE	GE	CCA101	Computer Concepts and Applications	1	3	0	3
	GE	GE	E101	English Composition I	4.5	0	0	5
								<b>13</b>
<b>Term 2</b>	C+	GE	BIO101	Anatomy and Physiology I	6	2	0	8
	C+	BM	FNS102	Funeral Service Principles	4.5	0	0	5
	GE	GE	E201	English Composition II	4.5	0	0	5
								<b>18</b>
<b>Term 3</b>	C+	GE	BIO201	Anatomy and Physiology II	6	2	0	8
	C+	PHT	FNS106	Principles of Embalming I	4.5	0	0	5
	F	LER	BUS209	Business Law	4.5	0	0	5
	GE	GE	SOC100	Cultural Diversity	4.5	0	0	5
								<b>23</b>
<b>Term 4</b>	C+	BM	FNS104	Funeral Service Management	4.5	0	0	5
	C+	PHT	FNS206	Principles of Embalming II	4	0	0	4
	GE	GE	BIO103	Microbiology	4	2	0	6
	GE	GE	PSYCH101	General Psychology	4.5	0	0	5
								<b>20</b>
<b>Term 5</b>	C+	PHT	FNS105	Funeral Service Pathology	4.5	0	0	5
	C+	PHT	FNS107	Chemistry for Funeral Service	4.5	0	0	5
	C+	PHT	FNS207	Embalming Lab	0	4	0	2
	F	BM	BUS101	Accounting I	4.5	0	0	5
								<b>17</b>
<b>Term 6</b>	C+	LER	FNS103	Funeral Service Law	4.5	0	0	5
	C+	PHT	FNS208	Restorative Art	2	2	0	3
	GE	BM	COM101	Foundations of Communication	4.5	0	0	5
	GE	SSH	SOC101	Aging and Dying	3	0	0	3
								<b>16</b>
<b>Term 7</b>	C+	LER	FNS203	New Jersey Funeral Service Laws, Rules and Regulations	1	0	0	1
	C+	SSH	FNS209	Funeral Service Counseling	4.5	0	0	5
	F	BM	PD100	Professional Development	1	0	0	1
								<b>7</b>
<b>Term 8</b>	C+	BM	FNS210	Cemetery and Crematory Management	2	0	0	2
	C+	PHT	FNS212	Funeral Service Field Experience A	0	0	27	4
								<b>6</b>
<b>Term 9</b>	C+	BM	FNS211	Funeral Service Licensing Exam Preparation	2	0	0	2
	C+	PHT	FNS213	Funeral Service Field Experience B	0	0	27	4
								<b>6</b>
* Externship experiences require a full-time schedule during the workweek.								<b>6</b>
<b>Program Total</b>								<b>126</b>

## f. Course Descriptions

BIO101            Anatomy & Physiology I  
6h lecture, 2h lab/week  
8 quarter credits

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal, muscular, blood, lymphatic, and respiratory systems. Outside preparation activities include completion of written chapter assignments and online activities using Connect™, and completion of study guides for exam review.

BIO103            Microbiology  
4h lecture, 2h lab/week  
6 quarter credits

This is an introductory course specifically geared to applied science majors, and designed to give the student an appreciation of the microscopic organisms around them and how they influence overall health. Emphasis is made on how microbes may cause disease and how such diseases are acquired, diagnosed, and treated. Outside preparation activities include completion of on-line end-of-chapter questions and study guides.

BIO201            Anatomy & Physiology II  
6h lecture, 2 h lab/week  
8 quarter credits  
Prerequisite: BIO101

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems. Outside preparation activities include completion of written chapter assignments and online activities using, Connect™, and completion of study guides for exam review.

BUS101            Accounting I  
4.5h lecture/week  
5 quarter credits

This course is designed to introduce the student to basic accounting principles. The topics covered are financial statement preparation, inventories, receivables, assets and accruals, deferrals, accounting systems and cash control. Outside preparation includes assigned readings and completion of homework assignments.

BUS209            Business Law  
4.5h lecture/week  
5 quarter credits

This course emphasizes the fundamental nature, structure, and processes of our legal system as they apply to business. Contract law, torts, crimes and commercial paper are emphasized. Students will explore the impact of law on business decisions. Legislation that governs sole proprietorships, franchises, partnerships and corporations will be emphasized. Outside preparation includes assigned readings and completion of homework assignments.

CCA101                    Computer Concepts and Applications  
1h lecture, 3h lab/week  
3 quarter credits

This course is designed to explain the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web. It teaches students to make use of the World Wide Web as a repository of the latest information and an integrated learning tool to develop an in-depth understanding of why computers are essential components in the medical world and society in general. Students will focus on the computer as a valuable productivity tool and recognizing the personal computer's position as the backbone of the computer industry. The course will emphasize the computer's use as a stand-alone and networked device, present strategies for purchasing and installing, and offer information on maintaining a personal computer system. Outside preparation activities include completion of assigned hands-on training using Simulated Application Manager (SAM) and completion of written assignments and discussion topics using nicenet.org.

COM101                    Foundations of Communications  
4.5h lecture/week  
5 quarter credits

This course introduces students to fundamental aspects of communication, including theory, perception, verbal and nonverbal communication, and listening. These principles are applied to communication with individuals, small groups and the public. Outside preparation activities include completion of assignments and preparing for oral presentations.

E101                        English Composition I  
4.5h lecture/week  
5 quarter credits

This course is designed to teach students structural relationships in order to assure accuracy and correctness in written expression. Students produce a variety of essays and written communications, including those related to professional careers. Correct grammar, usage, and mechanics are emphasized. Students learn to use the fundamentals of research and the basic techniques of APA documentation. Outside preparation time includes writing paragraphs, short essays, and opinion papers.

E201                        English Composition II  
4.5h lecture/week  
5 quarter credits  
Prerequisite: E101

This course emphasizes the fundamentals of writing and the application of critical thinking skills. Analysis and interpretation leads to the writing of documents using the cause and effect, persuasive, and argumentative modes. Structural relationships and correctness of grammar, usage, and mechanics are emphasized as they pertain to careers, professional writing, and research. Emphasis is placed on the fundamentals of research and the basic techniques of APA documentation. Outside preparation includes completion of workbook assignments, essays, and a research paper.

FNS101                    Introduction to Funeral Service  
4.5h lecture/week  
5 quarter credits

This course provides the student with an overview of the funeral service profession. Focus is placed on the history of funeral service, the impact of grief on society, funeral customs and

practices throughout history, and current trends from pre-need to cremation. Cultural differences in funeral practices are examined as well as reactions to death and their impact upon the family unit and the progression of associations and education within funeral service. Outside preparation includes review of class notes, reading assignments, studying for exams, and the preparation of a written paper on a topic identified by the professor.

FNS102                      Funeral Service Principles  
4.5h lecture/week  
5 quarter credits

This course provides the student with an introduction to the basic services performed by a funeral director from first call to final disposition of the deceased. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors. The course provides a review of the typical religious customs and strategies to better enhance the relationships between the funeral director, the clergy, public agencies and medical personnel. The course emphasizes the dual role of the funeral director as manager and caregiver, and emphasis is placed on professional attitudes, ethics and vocabulary. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS103                      Funeral Service Law  
4.5h lecture/week  
5 quarter credits

This course emphasizes the principles of law which impact the funeral service profession. Burial rights and obligations, cemetery law, zoning restrictions, laws concerning the body and burial, right to control funeral arrangements and final disposition as well as New Jersey statutory law, rules and regulations are examined. General licensure, intern requirements, rules for the operation of a funeral home, laws concerning embalming procedures, and advertising regulations are explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS104                      Funeral Service Management  
4.5h lecture/week  
5 quarter credits

This course explores small business practices as they pertain to funeral service. Organizational skills, employer/employee relations, funeral budgeting and pricing, funeral service merchandising, funeral home insurance, OSHA, Federal Trade Commission regulations, and procedures for the filing of death certificates and other legal forms will be explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS105                      Funeral Service Pathology  
4.5h lecture/week  
5 quarter credits

This course examines the medical terminology relevant to funeral service as well as the major diseases, pathological changes and effects of physical and chemical trauma on the human body. Particular emphasis is placed on the changes to the human body which result from the embalming procedure and the restorative art process. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS106 Principles of Embalming I  
4.5h lecture/week  
5 quarter credits

This course provides an introduction to embalming with both historical and contemporary perspectives. A review of the historical background, ethical considerations, signs and tests for death, pre-embalming changes, pre-embalming diagnosis and techniques, and the various instruments and equipment used in embalming is provided. Post mortem changes to the body, as well as the handling of infectious and contagious diseases are also explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS107 Chemistry for Funeral Service  
4.5h lecture/week  
5 quarter credits

In this course, students will survey the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS203 New Jersey Funeral Service Laws, Rules and Regulations  
1h lecture/week  
1 quarter credit

This course reviews the laws, rules, and regulations that specifically apply to New Jersey. It covers topics of general licensure, internship requirements established by the State, general rules for embalming procedures, operation of a funeral home, various rules of practice, advertising and continuing education requirements. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS206 Principles of Embalming II  
4h lecture/week  
4 quarter credits  
Prerequisite: FNS106

The course is a continuation of FNS106. The factors which influence fluid distribution and drainage, cavity treatment, causes of embalming failure, types of embalming fluids, vascular difficulties, decomposition, and bio-hazardous waste disposal are explored. Also examined are dehydration, edema, malformations and discolorations. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS207 Embalming Lab  
4h lab/week  
2 quarter credits  
Prerequisites: FNS106, FNS206

This course develops embalming skills. Embalming procedures, embalming products, special embalming procedures for infants and special cases are explored. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS208 Restorative Art  
2h lecture, 2h lab/week  
3 quarter credits

The practical considerations of restorative techniques are reviewed. Facial anatomy is examined

as well as restoration, color and the principles of cosmetology. Particular attention is paid to the bony structures, facial proportions and variations in head forms. Special problems caused by burns, abrasions, lacerations, etc. are presented with treatment techniques. Development of special laboratory skills for restoration is reviewed. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS209                      Funeral Service Counseling  
4.5h lecture/week  
5 quarter credits

The bereavement process is examined. The role of funeral director as counselor is reviewed. Definitions of counseling, types of counseling, crisis intervention, family typology, grief counseling, and facilitation of communication are examined. Professional therapy situations are differentiated from referrals for a more specialized form of counseling. An appreciation of the role of caregiver in relation to grieving persons is also emphasized. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS210                      Cemetery and Crematory Management  
2h lecture/week  
2 quarter credits

This course is designed to give the student an understanding of the principles of operating a cemetery and crematory. Topics of study will include types of ownership (including governing boards), endowment or maintenance and preservation funds, monuments and memorialization, cremation fundamentals, trade associations, and federal and state regulations. Outside preparation includes review of class notes, reading assignments, and studying for exams.

FNS211                      Funeral Service Licensing Exam Preparation  
2h lecture/week  
2 quarter credits  
Prerequisites: Completion of didactic portion of FNS curriculum

Review skills and techniques for taking the National Board Examination (NBE) and the New Jersey Mortuary Jurisprudence Examination are taught. The student reviews the topics covered in the curriculum through discussion and practice tests. Outside preparation includes review of class notes, reading assignments, and studying for exams. Students are encouraged to take the NBE immediately upon graduation.

FNS212                      Funeral Service Field Experience A  
27h practicum/week  
4 quarter credits

This is an off-campus, supervised experience in a funeral home applying embalming theory, skills, and concepts. Students will participate in the embalming of human remains and practice the skills of restorative art on a case-by-case basis. The student performs as an intern or student trainee in a full-time capacity during the workweek. Outside preparation includes completion of the embalming case reports, ABFSE student monthly report, and state board monthly reports.

FNS213                      Funeral Service Field Experience B  
27h practicum/week  
4 quarter credits  
Prerequisite: FNS212

This course is a continuation of FNS212. It is an off-campus, supervised experience in a funeral home applying embalming theory, skills, and concepts. Students will participate in the

embalming of human remains and practice the skills of restorative art on a case-by-case basis. The student performs as an intern or student trainee in a full-time capacity during the workweek. Outside preparation includes completion of the embalming case reports, ABFSE student monthly report, and state board monthly reports.

PD100                      Professional Development  
                                    1h lecture/week  
                                    1 quarter credit

In this course, students learn interviewing techniques, resume planning, and proper attire for the job interview. Students work closely with the director of career development. Interviewing techniques, resume planning, and proper attire for the job interview are discussed. Outside preparation includes compilation of employment portfolio, including letter of application, resume, and follow-up letter.

PSYCH101                General Psychology  
                                    4.5h lecture/week  
                                    5 quarter credits

This course will examine the fundamental concepts of psychology with particular emphasis on the description of normal human behavior, the methodology by which it is studied, and the factors influencing its modifications. Outside preparation includes assigned readings and completion of homework assignments.

SOC100                    Cultural Diversity  
                                    4.5h/week  
                                    5 quarter credits

This course is designed to expand the student's awareness of both the cognitive knowledge and skill necessary to effectively interact with and/or serve culturally diverse populations. This course will particularly emphasize attitudes and competencies that are important in effective professional relationships. The course will not be exhaustive in its discussion of diverse populations, but will focus on those whose diversity is cultural and who are more likely to be encountered by the students taking the course. Students will be asked to write a term paper based on a list of suggested topics to provide an independent in-depth study of an issue or culture. Students will be expected to be consistently involved in discussions, learning projects, writings, and media related to that culture. Outside preparation includes completion of a research paper, case studies and as assigned, homework and study guides for exam review.

SOC101                    Aging and Dying  
                                    3h lecture/week  
                                    3 quarter credits

This course enables the learner to better understand death and dying from its psychological and sociological perspectives. It will focus on cultural responses to death, grief psychology, and aftercare. The roles and responsibilities of the funeral director throughout this process are discussed. Outside preparation includes review of class notes, reading assignments, and studying for exams.

**g. Academic Calendar**

**2018**

January						
S	M	T	W	T	F	S
	H 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	E 26	27
28	S 29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	E 20	21
22	B 23	B 24	B 25	B 26	B 27	28
29	S 30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	H 4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	E 20	21
22	B 23	B 24	B 25	B 26	B 27	28
29	S 30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	H 3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	E 19	20
21	B 22	B 23	B 24	B 25	B 26	27
28	S 29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H 22	H 23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	B 24	H 25	B 26	B 27	B 28	29
30	B 31					

**Summary of Term Dates**

Start Date	End Date
01.29.2018	04.20.2018
04.30.2018	07.20.2018
07.30.2018	10.19.2018
10.29.2018	01.25.2019

**Observed Holidays**

Name	Month
New Year's Day	January 1
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22-23
Christmas Day	December 25

**Scheduled Breaks**

Name	Start Date	End Date
Spring	04.23.2018	04.27.2018
Summer	07.23.2018	07.27.2018
October	10.22.2018	10.26.2018
Thanksgiving	11.22.2018	11.23.2018
Winter	12.24.2018	01.01.2019

**Key for Color Version**

- Term start dates
- Term end dates
- Observed holidays
- Breaks (faculty and students only)

2019

January						
S	M	T	W	T	F	S
		<sup>H</sup> 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	<sup>E</sup> 25	26
27	<sup>S</sup> 28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<sup>H</sup> 18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<sup>E</sup> 19	20
21	<sup>B</sup> 22	<sup>B</sup> 23	<sup>B</sup> 24	<sup>B</sup> 25	<sup>B</sup> 26	27
28	<sup>S</sup> 29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<sup>H</sup> 27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	<sup>H</sup> 4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<sup>E</sup> 19	20
21	<sup>B</sup> 22	<sup>B</sup> 23	<sup>B</sup> 24	<sup>B</sup> 25	<sup>B</sup> 26	27
28	<sup>S</sup> 29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	<sup>H</sup> 2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	<sup>E</sup> 18	19
20	<sup>B</sup> 21	<sup>B</sup> 22	<sup>B</sup> 23	<sup>B</sup> 24	<sup>B</sup> 25	26
27	<sup>S</sup> 28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<sup>H</sup> 28	<sup>H</sup> 29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	<sup>H</sup> 25	<sup>B</sup> 26	<sup>B</sup> 27	28
29	<sup>B</sup> 30	<sup>B</sup> 31				

Summary of Term Dates

Start Date	End Date
01.28.2019	04.19.2019
04.29.2019	07.19.2019
07.29.2019	10.18.2019
10.28.2019	01.24.2020

Observed Holidays

Name	Month
New Year's Day	January 1
President's Day	February 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Thanksgiving	November 28-29
Christmas Day	December 25

Scheduled Breaks

Name	Start Date	End Date
Spring	04.22.2019	04.26.2019
Summer	07.22.2019	07.26.2019
Thanksgiving	11.28.2019	11.29.2019
Winter	12.26.2019	12.31.2019

Key for Color Version

- <sup>S</sup> Term start dates
- <sup>E</sup> Term end dates
- <sup>H</sup> Observed holidays
- <sup>B</sup> Breaks (faculty and students only)

#### **4. Student Services**

##### **a. Academic Advising**

A team of faculty advisors who teach core+ and other courses helps students develop academic success plans by providing them with direction in the areas of study skills, time management, and test-taking skills. They maintain regular office hours for student advisement and are available at additional times by appointment. Students whose personal circumstances are affecting their academic performance should seek the assistance of the dean of students.

##### **b. Career Development**

Upon graduation, the Department of Career Development will assist you in matching your skills and personality with available positions.

Although Eastwick College cannot guarantee job placement, the institution has an excellent track record. The director of career development will also assist you with future job search needs. As an Eastwick College graduate, you have ongoing placement assistance.

#### **I. Institutional Policies**

##### **1. Criteria for Satisfactory Program Progression and Completion**

Students in the AAS in Funeral Service must meet the following criteria to progress satisfactorily and meet graduation requirements:

- a. Achieve Satisfactory Academic Progress (SAP) by successfully completing at least 67% of the credits attempted, achieving a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the completion of each academic term, and successfully completing the program (including externships) within 150% (36 months/day or 39 months/evening) of its length. SAP is described in detail in the corresponding section of this handbook.
- b. Pass all courses in the prescribed curriculum, obtaining minimum grades of C+ in core+ courses<sup>1</sup> and C in the courses BIO101 and BIO201 (course classification is included in the program outline section of this handbook).
- c. Take all courses in the curriculum in the prescribed sequence, based on established pre- and corequisites, which can be found (when required) in the course descriptions section of this handbook.

---

<sup>1</sup> Effective August 1, 2014

## 2. Grading Scale

Letter Grade	Percentage	Quality Points	Comments
A	90-100	4.0	
B+	85-89	3.5	
B	80-84	3.0	
C+	75-79	2.5	
C	70-74	2.0	
D+	65-69	1.5	
D	60-64	1.0	
F	Below 60	0	
DRP	-	0	Withdrawn from course
RPT	-	n/a	Course has been retaken
TRA	-	0	Transfer Credit
WD	-	0	Withdrew from course
WF	-	0	Withdrew while failing

**Minimum grades of C+ in Core+ courses (identified in program outlines) and C in BIO101 and BIO201 are required for externship eligibility.**

## 3. Satisfactory Academic Progress Policy

Students must maintain satisfactory academic progress (SAP) to remain eligible to graduate from the AAS in Funeral Service Program and receive financial assistance. SAP is determined by measuring two components: cumulative grade point average (CGPA) and percentage successfully completed. Policy component definitions are included below.

### a. Satisfactory Academic Progress Standard

All students must maintain a minimum 2.0 Cumulative Grade Point Average (CGPA) and have completed at least 67% of the credits attempted in the program.

#### 1) *Frequency of Assessment*

SAP is determined at the end of each academic term.

#### 2) *Cumulative Grade Point Average (CGPA)*

The cumulative grade point average (CGPA) indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum of all applicable grade points earned by the total number of credits attempted. See Table 1 for an example of CGPA calculation.

**Table 1 - Sample GPA and Percentage Successfully Completed Calculation**

Course	Grade	Quality Points	(Times)	Quarter Credits Attempted	(Equals)	Grade Points
FNS106	B	3.0	x	5	=	15
BUS209	A	4.0	x	5	=	20
BIO103	C	2.0	x	6	=	12
PSYCH101	F	0	x	5	=	0
Totals:				21		47

$$\text{CGPA} = \frac{\text{Total grade points}}{\text{Total quarter credits attempted}} = \frac{47}{21} = 2.24$$

$$\text{Percentage successfully completed} = \frac{\text{Total quarter credits successfully completed}}{\text{Total quarter credits attempted}} \times 100 = \frac{16}{21} \times 100 = 76.2\%$$

**3) *Percentage Successfully Completed***

A student must successfully complete 67% of all credits attempted in a program to be considered to be maintaining satisfactory academic progress. The percentage is calculated by dividing the sum of credits successfully completed by the sum of credits attempted. Credits successfully completed are those for which the student earned a passing grade. Credits attempted are those for which students are enrolled at the beginning of the academic module. Grades of I (Incomplete), F (failure) W (withdrawal), and RPT (repeated course) are counted as credits attempted but not successfully completed. See Table 1 for an example of percentage successfully completed calculation.

**4) *Maximum Time in Which to Complete***

The maximum time for completion of the program is limited to one of the following: a period equal to 1.5 times the standard program length for normally progressing students of the same enrollment status, or a period of time during which a student attempts 1.5 times the number of credit hours required in order to complete the program. For purposes of this standard, credit hours attempted shall mean any such hours for which a student has incurred a financial obligation.

**5) *Leave of Absence***

Students who need to be absent from the college for an extended period of time may request a leave of absence from the institution. A leave of absence taken over an entire academic term has no effect upon satisfactory progress. A leave of absence that begins during an academic term affects the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a WD or WF grade for each course. These courses will be counted as attempted but not successfully completed.

**6) *Incomplete and Failing Grades, Repeated Courses***

**a) *Policy***

Courses in the AAS in Funeral Service may only be repeated once.

***b) Purpose***

This policy ensures that students maintain satisfactory academic progress to complete the AAS in Funeral Service program's course sequence within the maximum allowed time.

***c) Procedure***

If an incomplete is given, the missing work must be made up by the Saturday following the end of the academic term.

- Once work is made up, the instructor will submit a change of grade form; the assigned grade will be recorded on the student's transcript.
- If the work is not made up and a change of grade form is not submitted, an "F" will be recorded on the student's transcript.

If a student fails a course, the course credits are not earned and the course must be retaken. Students may also repeat courses in which a grade of "D", "D+", or "C" was earned.

- When the course is successfully retaken, the new record will show the passing grade, which will count toward completion of the program.
- The previous grade will be replaced by "RPT", which has no effect in the calculation of the student's CGPA.
- The original course credits remain as credits attempted for financial purposes.

Courses may only be repeated once. Students who wish to attempt additional retakes may request them through the appeal process.

Students who withdraw from a course after the add/drop period (first week of term) but before 50% of it is completed will receive a "WD" grade, which has no effect on GPA calculation.

- Course credits will be considered attempted but not successfully completed.
- Students withdrawing from a course after 50% of it is completed must accept a "WF" grade.

***7) Academic Warning/Financial Aid Warning***

Students who do not meet the Standard of Satisfactory Progress at the end of a financial term will be placed on academic warning (financial aid warning for students receiving financial aid) for the next financial term. Students remain eligible for financial aid assistance during the financial aid warning period.

SAP will be determined at the end of the academic warning/financial aid warning term. Table 2 describes possible outcomes.

**Table 2 - Outcomes after SAP Determination at the end of the Academic Warning/  
Financial Aid Warning Term**

Student Type	Satisfactory Academic Progress (SAP) Determination	
	Student achieved SAP	Student did not achieve SAP
Cash student (not a recipient of financial aid)	Continued enrollment; removed from academic warning	Academic probation for the following financial term
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from financial aid warning	Financial aid is suspended; student must appeal determination*:  Outcome A The appeal is granted; the student is on academic probation for the following financial term and retains financial aid eligibility.  Outcome B The appeal is denied; the student loses financial aid eligibility and must continue on academic probation as a cash student or withdraw from the college.
* The appeal must be submitted in writing to the Appeals Committee, including the circumstances that caused the student's unsatisfactory progress and what has changed in the student's situation that would result in the improvement of his or her academic performance.		

**8) Academic Probation**

This is a temporary status for cash students who did not meet the Satisfactory Academic Progress (SAP) standard at the end of the academic warning term, or financial aid recipients who did not meet the SAP standard at the end of the financial aid warning term and are granted an appeal. The academic probation period lasts a full financial term.

SAP will be determined at the end of the academic probation term. Table 3 describes possible outcomes.

**Table 3 - Outcomes after SAP Determination at the end of the Academic Probation Term**

Student Type	Satisfactory Academic Progress (SAP) Determination	
	Student achieved SAP	Student did not achieve SAP
Cash student (not a recipient of financial aid)	Continued enrollment; removed from academic probation	Academic withdrawal
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from academic probation	Academic withdrawal

As a condition of their probation, students must participate in counseling sessions as deemed necessary by the academic department. Students may also be directed to participate in tutorial sessions.

**9) Academic Withdrawal**

A student will be subject to academic withdrawal from Eastwick College due to failure to achieve Satisfactory Academic Progress at the end of an academic probation module.

#### ***10) Reinstatement Policy***

Students who have been withdrawn for failing to maintain satisfactory academic progress may appeal in writing to the Appeals Committee. If the appeal is granted, the student will be reinstated at the start of the next academic term, subject to course availability. During the reinstatement term, the student will not be eligible for financial aid and will be considered on academic probation. Students who achieve Satisfactory Academic Progress at the end of the reinstatement term will regain eligibility for financial aid during subsequent terms.

#### ***11) Academic Dismissal***

Students who have been readmitted following academic withdrawal and fail to meet the requirements of academic probation will receive an academic dismissal from Eastwick College. Students who have been dismissed are not eligible for readmittance to the college.

### **4. Institutional Code of Conduct**

The college expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are considered to be in conflict with the educational objectives of the college and may be reasons for disciplinary action.

- a. All types of dishonesty including: cheating, plagiarism, knowingly furnishing false information to the institution, and forgery.
- b. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings and programs, or other college activities.
- c. Physical or verbal abuse of any person on college premises or at functions sponsored or supervised by the college.
- d. Sexual harassment of college faculty, staff members, or fellow students on college premises or at functions sponsored or supervised by the college (see sexual harassment policy).
- e. Theft or damage to college property or damage to the property of a member of the college community on the college premises.
- f. Theft or damage to property the college is responsible for at functions sponsored or supervised by the college.
- g. Failure to comply with directions of institutional officials acting in the performance of their duties.
- h. Failure to observe dress code guidelines.
- i. Violation of the law on college premises. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances (or being under their influence) on college premises.

### **5. Policy on Sexual Harassment**

Eastwick College strictly prohibits workplace sexual harassment. Work- or academic-related sexual harassment of employees or students is unlawful and will not be tolerated. This policy includes definitions and examples of unacceptable conduct as well as a procedure by which employees or students who believe they have been sexually harassed can formally complain. Eastwick College will respond promptly to written complaints of sexual harassment by conducting an investigation to determine if inappropriate conduct has occurred and impose a corrective action.

Although this policy sets forth our goal of promoting a workplace and academic experience free from sexual harassment, it is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Eastwick College's Policy on Sexual Harassment is published in the institutional catalog.

## **6. Academic Integrity Policy**

All types of dishonesty, including unauthorized assistance in any academic work, cheating on tests, inappropriately or unethically using technological means to gain academic advantage, and plagiarism are considered to be in conflict with the educational objectives of Eastwick College and subject the student to disciplinary action. Plagiarism is the act of taking another person's words or ideas and presenting them as if they are your own work without acknowledgement. A student who violates Eastwick College's policy on dishonesty, cheating, and plagiarism is subject to failure (zero) on the assignment for the first offense in the course. Additional offenses subject the student to failure of the course and/or dismissal from the college.

## **7. Disciplinary Actions**

Violation of the code of conduct, the sexual harassment policy, the academic integrity policy, or the ethical standards in occupational therapy may result in probation or dismissal. Disciplinary actions will be determined by a committee composed of the vice president for academic affairs, the dean of students, and the corresponding program director. The committee's decision may be appealed in writing to the president within 30 days. The president will review the appeal, meet with the student and appropriate parties, and issue a final decision that is not subject to further appeal.

## **8. Withdrawals**

The academic department will send a confirmation letter to the student's registered home address, and a "Change of Status" form to the financial aid administrator and all faculty involved for all types of withdrawals including the following reasons: disciplinary action, failure to make satisfactory academic progress, failure to meet financial obligations with the institution, and those requested directly by students.

A student may withdraw from the college at any time for any reason. Students who choose to withdraw must notify the academic department in writing. The college reserves the right to dismiss a student if, at any time, a student's attendance, punctuality, conduct, or class performance falls below the level deemed appropriate by the college. In the event of student withdrawal or dismissal prior to completion of the program, a statement of intention to withdraw and/or a request for refund made in writing to the college is helpful to both student and college for record-keeping and for faster processing of all required paperwork.

## **9. Appeal Procedure**

The academic department sends a confirmation letter to the student's registered home address, and a "Change of Status" form to the financial aid administrator and all faculty involved for all types of withdrawals including the following reasons: disciplinary action, failure to make satisfactory academic progress, failure to meet financial obligations with the institution, and those requested directly by students.

A student may withdraw from the college at any time for any reason. Students who choose to withdraw must notify the academic department in writing. The college reserves the right to dismiss a student if, at any time, a student's attendance, punctuality, conduct, or class performance falls below the level deemed appropriate by the college. In the event of student withdrawal or dismissal prior to completion of the program, a statement of intention to withdraw and/or a request for refund made in

writing to the college is helpful to both student and college for record-keeping and for faster processing of all required paperwork.

## 10. Grievance Procedure

### a. Policy

Eastwick College has an “open-door policy” for students seeking help or guidance with academic or personal matters.

### b. Purpose

The grievance policy has been established to ensure that student concerns relating to school or a particular class are addressed in a timely manner

### c. Responsibilities

Faculty, program directors, the dean of students, the vice president for academic affairs, and the president are responsible for implementing the grievance procedure.

### d. Procedure

A student with a problem relating to school or a particular class is asked to discuss it first with the instructor, then with the program director, and then with the dean of students, campus director or the vice president for academic affairs (see contact information below).

Faculty/Staff Member	Contact Method
Instructor	Email (listed on the course syllabus)
Program Director and Interim Dean of Students	In person or by email (dsimone@eastwick.edu)
Dean of Academics	In person or by email (dguirguis@eastwick.edu)
Vice President for Academic Affairs and Campus Director	In person or by email (jtraina@eastwick.edu)
President	Email (teastwick@eastwick.edu)

If the problem is still not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president’s decision is considered final relating to all college matters.

If the problem is not resolved to the satisfaction of the student, then any disputes or controversies shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association through an arbitrator agreed upon by both parties, with both parties sharing the cost of arbitration and taking responsibility for their own attorney fees.

Although letters of complaint may be sent to the following organizations, they do not constitute appeals of the president’s decision:

Institutional	Programmatic
Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street, NE, Suite 980 Washington, DC 20002-4241 Phone: 202.336.6780 <a href="http://www.acics.org">www.acics.org</a>	American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G St. Joseph, Missouri 64506 Phone: 816.233.3747 <a href="http://www.abfse.org">www.abfse.org</a>

## **J. Programmatic Policies**

### **1. Professional Behavior**

Funeral service students are expected to abide by the following professional guidelines during on- and off-campus program activities.

#### **a. Personal Appearance**

##### **1) *Dress Code***

Students are required to wear professional business attire to all externship activities. Suits and/or dresses must be clean and shirts must be pressed and fresh. Externship sites may have additional color requirements for dress and overall appearance. Tattoos must be covered while at externship and piercings must be taken out with the exception of single earrings.

Employees at most funeral homes are required to wear professional business attire whenever in contact with the bereaved or the public, which means during removals, funerals, funeral arrangements, etc. Company policies may specify that men wear suits within a particular color range (often dark blues and grays), ties, white shirts, dress shoes, and be well-groomed. Policies for women may specify color and material for dresses or business suits, and that legs are covered with hosiery. When you go to a job interview in a funeral home, the best plan is to dress conservatively. Some funeral homes have less stringent requirements, but the applicant should start with formal attire, then modify according to company policy.

In specified courses and on specified dates, students must wear professional business attire to class. In these courses, your final grade will be influenced by the way you dress. Unless otherwise stated, casual dress is acceptable in funeral service and general education courses, but ragged, dirty, malodorous or provocative clothing is to be avoided at all times. Remember that you may be sitting next to a future employer or coworker and your dress and conduct may positively or negatively impact your future employment prospects.

##### **2) *Hygiene***

Students are expected to bathe and brush teeth before attending class and externship. Excessive perfume or cologne is considered to be unprofessional. Please do not be a source of unpleasant distraction to your fellow students. At externship, male students must either be clean-shaven or have neatly-trimmed beards.

#### **b. Class Environment**

An atmosphere of mutual respect and a desire to learn are important for student success and satisfaction.

##### **1) *Freedom of Speech***

Free speech is a desirable and necessary part of a college class, when the student's comments are relevant to the subject and voiced thoughtfully, while letting others express their opinions. Personal attacks, off-subject comments, and excessively loud or aggressive tones tend to disrupt the class, conflict with the Eastwick College Code of Conduct, and may lead to disciplinary sanctions.

##### **2) *Food and Drink***

Students should not bring food or drink (except water) to the classrooms or laboratories.

## **2. Externship**

### **a. Health Requirements**

Students must submit a completed health form meeting immunization and other requirements. Appendix A includes the Health Form and information about immunizations. Appendix B includes list of primary health care centers in Bergen, Essex, Hudson, Passaic, and Union counties.

### **b. Quality of the Learning Experience**

Students are expected to assist preceptors in a variety of duties during externship activities. However, students who consider that they are not being involved in the key activities of funeral service should contact the program director as soon as possible.

### **c. Assessment**

Students must meet externship attendance requirements, perform a minimum of 10 embalmings, and achieve a 75% score or better on the Embalming Case Observation Report.

### **d. Conduct**

Funeral service students at clinical sites must abide by the Eastwick College Code of Conduct.

### **e. Grievances**

Externship students who have a grievance must first attempt to solve it according to college procedures, except that they should first attempt to solve it with the preceptor and then with the program director.

## **K. Professional Resources**

The following organizations offer additional information and resources on the funeral service sector.

American Board of Funeral Service Education  
3414 Ashland Avenue, Suite G  
St. Joseph, Missouri 64506  
Phone: (816) 233-3747  
[www.abfse.org](http://www.abfse.org)

Cremation Association of North America (CANA)  
499 Northgate Parkway  
Wheeling, IL 60090-2646  
(312) 245-1077  
Fax (312) 321-4098  
[www.cremationassociation.org](http://www.cremationassociation.org)

National Funeral Directors Association  
13625 Bishop's Drive  
Brookfield, Wisconsin 53005-6607  
(800) 228-6332 or (262) 789-1880  
Fax (262) 789-6977  
[www.nfda.org](http://www.nfda.org)

National Funeral Directors & Morticians Association  
6290 Shannon Pkwy  
Union City, GA 30291  
(800) 434-0958 or (770) 969-0064  
Fax (770) 969-0505  
[www.nfdma.com](http://www.nfdma.com)

Garden State Funeral Directors Association, Inc.  
[www.gardenstatefuneraldirectorsassociation.org](http://www.gardenstatefuneraldirectorsassociation.org)

International Cemetery, Cremation and Funeral Association  
107 Carpenter Drive Suite 100  
Sterling, VA 20164  
(800) 645-7700 or (703) 391-8400  
Fax (703) 391-8416  
[www.iccfa.com](http://www.iccfa.com)

New Jersey State Funeral Directors Association  
P.O. Box L  
Manasquan NJ 08736-0642  
(800) 734-3712 or (732) 974-9444  
Fax (732) 974-8144  
[www.njsfda.org](http://www.njsfda.org)



# **Appendix A**

Health Form

Immunization Requirements

**Student Contact Information**

Last Name	First Name	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Day	<input type="checkbox"/> Eve	Session
Address	City	State	ZIP Code	Phone	

**A. Two-step Tuberculin (PPD or Mantoux) Test**  
*(Results must be obtained within 30 days of the first day of externship)*

<b>Step 1</b>	Date administered:		By whom?		Site:	
	Date read:		By whom?		Result:	mm

*Administer the second step 8-21 days after the first one is read.*

<b>Step 2</b>	Date administered:		By whom?		Site:	
	Date read:		By whom?		Result:	mm

*If the result was positive, please describe the treatment and date completed and submit a radiological report of a chest x-ray performed within six months of the externship start date.*

**B. Bloodwork**

*Submit with this health form laboratory reports of the following titers (not vaccination/immunization records)*

Hepatitis B (may sign waiver)
  Measles
  Mumps
  Rubella
  Varicella

*For low titer(s), the student must receive appropriate immunization(s). At least one month after receiving the immunization(s), recheck related titer(s) and submit laboratory reports to the program director's office*

**C. Urine Toxicology**

*Submit a 10-panel drug screen report*

**D. To be Completed by a Healthcare Practitioner (MD, CRNP, DO, or PA)**

- Initial
- I certify that the student is free from communicable disease.
- I certify that the student is able to lift at least 50 lb. to waist level.
- I certify that the student is not dependent on illicit chemicals.
- I certify that the student has no medical condition that will prevent him/her from performing funeral director functions. If the student has any limitations, please explain them below.

**Examiner Contact Information**

Name	Title	License Number
Address	City	State ZIP Code Phone

Signature	Date
-----------	------



**Department of Funeral Service Education**  
**Immunization Requirements for Externship**

A signed Eastwick Health Form with proof of immunizations is a condition for placement in an externship unless a student qualifies for exemption. Vaccination for or immunity to the following is required: B hepatitis, measles/mumps/rubella, and varicella. A tuberculin (Mantoux or PPD) skin test is also required. Students may be exempt if a vaccine is contraindicated due to potential allergic reactions or pregnancy; however, a student may not begin an externship if she is pregnant.

**Tuberculin (Mantoux or PPD) Skin Test**

The two-step PPD test must be followed each year with a one-step PPD. If you have a previous positive PPD test, you will be required to get an annual risk assessment for tuberculosis and at least one chest x-ray within 6 months of beginning the externship demonstrating no active disease.

**Measles, Mumps, Rubella (MMR)**

Two doses are needed with booster as an adult or positive titer. Note: Women cannot get pregnant at the time they receive the vaccine (made of live viruses), and must avoid pregnancy for three months thereafter.

**Varicella (Chicken Pox)**

Two vaccinations or proof of positive titer are required. Varicella immunizations are expensive; if a student had the disease it is recommended to start with a less expensive titer for proof of immunity before starting the vaccinations.

**Hepatitis B Vaccination Series**

*(A waiver may be submitted if the student does not want to be vaccinated)*

Students must provide proof of a traditional hepatitis B 3-dose series or an accelerated Twinrix series. The Twinrix series contains hepatitis A and B in the first 2 shots and hepatitis B only in the third shot. Students can also provide a positive titer.

**Additional requirements**

Accepted applicants will be required to perform a drug screening clearance before the externship begins.

It will be the student's obligation to pay for the health and drug screening. A list of county clinics can be found in Appendix B if a student does not have health insurance.



## **Appendix B**

Centers for Primary Care



**Department of Funeral Service Education  
Student Resources**

**Centers for Primary Healthcare**

*(For updated information, visit the [Federally Qualified Health Centers page](#) of the State of New Jersey Department of Health website)*

<b>Resource</b>	<b>Address</b>	<b>Contact Information</b>
<i><b>Bergen</b></i>		
North Hudson Community Action Corporation Health Center	197 South Van Brunt Street Englewood, NJ 07631 Bergen County	Tel:(201) 537-4442 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Garfield	535 Midland Avenue Garfield, NJ 07026 Bergen County	Tel:(973) 340-1182 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Hackensack	25 E. Salem St Hackensack, NJ 07601 Bergen County	Tel:(201) 996 - 2121 <a href="#">Website</a>
<i><b>Essex</b></i>		
Jewish Renaissance Medical Center - Barringer High School	90 Parker Street Newark, NJ 07104 Essex County	Tel:(973) 497-5773 <a href="#">Website</a>
Jewish Renaissance Medical Center - Central High School	246 18th Avenue Newark, NJ 07107 Essex County	Tel:(973) 679-7709 ext:1091 <a href="#">Website</a>
Jewish Renaissance Medical Center - George Washington Carver	333 Clinton Place Newark, NJ 07112 Essex County	Tel:(973) 705-3880 <a href="#">Website</a>
Jewish Renaissance Medical Center - Quiltman Street School	21 Quitman Street Newark, NJ 07103 Essex County	Tel:(973) 679-7709 ext:1031 <a href="#">Website</a>
Jewish Renaissance Medical Center - Teen Health Center	80 Johnson Avenue Newark, NJ 07108 Essex County	Tel:(973) 623-8592 <a href="#">Website</a>
Jewish Renaissance Medical Center - The Mobil Unit	248 18th Street Newark, NJ 07107 Essex County	<a href="#">Website</a>
Newark Community Health Centers	741 Broadway Newark, NJ 07104 Essex County	Tel:(973) 483-1300 <a href="#">Website</a>
Newark Community Health Centers	751 Broadway Newark, NJ 07104 Essex County	Tel:(973) 483-1300 <a href="#">Website</a>
Newark Community Health Centers	101 Ludlow Street Newark, NJ 07114 Essex County	Tel:(973) 565-0355 <a href="#">Website</a>
Newark Community Health Centers	155 Jefferson Street Newark, NJ 07105 Essex County	Tel:(973) 465-2828 <a href="#">Website</a>

<b>Resource</b>	<b>Address</b>	<b>Contact Information</b>
Newark Community Health Centers - East Orange	444 William Street East Orange, NJ 07017 Essex County	Tel:(973) 675-1900 <a href="#">Website</a>
Newark Community Health Centers - Irvington	1148-1150 Springfield Avenue Irvington, NJ 07111 Essex County	Tel:(973) 399 - 6292 <a href="#">Website</a>
Newark Community Health Centers - Orange	37 North Day Street Orange, NJ 07050 Essex County	Tel:(973) 395-2611 <a href="#">Website</a>
Newark Department of Child and Family Well Being	394 University Ave Newark, NJ 07102 Essex County	Tel:(973) 733-7592 <a href="#">Website</a>
Newark Department of Child and Family Well Being	140 Bergen Street Newark, NJ 07103 Essex County	Tel:(973) 733 - 5310 <a href="#">Website</a>
Newark Department of Child and Family Well Being	110 William Street Newark, NJ 07102 Essex County	Tel:(973) 733-5300 <a href="#">Website</a>
Zufall Health Center	95 Northfield Ave West Orange, NJ 07052 Essex County	Tel:(973) 325-2266 <a href="#">Website</a>
<b><i>Hudson</i></b>		
Horizon Health Center	115 Christopher Columbus Drive Jersey City, NJ 07302 Hudson County	Tel:(201) 710-2200 <a href="#">Website</a>
Horizon Health Center	714 Bergen Avenue Jersey City, NJ 07306 Hudson County	Tel:(201) 451-6300 <a href="#">Website</a>
Horizon Health Center - Bayonne Family Medicine	29 East 29th Street Bayonne, NJ 07002 Hudson County	Tel:(201) 683-2000 <a href="#">Website</a>
Metropolitan Family Health Network - Garfield	935 Garfield Avenue Jersey City, NJ 07304 Hudson County	Tel:(201) 478-5800 <a href="#">Website</a>
Metropolitan Family Health Network - Homeless Project	857 Bergen Ave., Jersey City, NJ 07305 Hudson County	Tel:(201) 478 - 5859 <a href="#">Website</a>
Metropolitan Family Health Network - West New York	5300 Bergenline Avenue West New York, NJ 07093 Hudson County	Tel:(201) 478-5852 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Hoboken	124 Grand Street Hoboken, NJ 07030 Hudson County	Tel:(201) 795-9521 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Jersey City	324 Palisade Avenue Jersey City, NJ 07307 Hudson County	Tel:(201) 459-8888 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Mobile Unit	5301 Broadway West New York, NJ 07093 Hudson County	Tel:(201) 866-9320 <a href="#">Website</a>

<b>Resource</b>	<b>Address</b>	<b>Contact Information</b>
North Hudson Community Action Corporation Health Center - North Bergen	1116-43rd Street North Bergen, NJ 07047 Hudson County	Tel:(201) 330-2632 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Union City	714-31st Street Union City, NJ 07087 Hudson County	Tel:(201) 863-7077 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center - Union City High School	2500 Kennedy Boulevard Union City, NJ 07087 Hudson County	<a href="#">Website</a>
North Hudson Community Action Corporation Health Center - West New York	5301 Broadway West New York, NJ 07093 Hudson County	Tel:(201) 866-9320 <a href="#">Website</a>
<b><i>Passaic</i></b>		
North Hudson Community Action Corporation Health Center - Passaic	148-8th Street Passaic, NJ 07055 Passaic County	Tel:(973) 470-3019 <a href="#">Website</a>
North Hudson Community Action Corporation Health Center at Passaic	110 Main Avenue Passaic, NJ 07055 Passaic County	Tel:(973) 777-0256 <a href="#">Website</a>
Paterson Community Health Center	227 Broadway Paterson, NJ 07501 Passaic County	Tel:(973) 278-2600
Paterson Community Health Center - Main Facility	32 Clinton Street Paterson, NJ 07522 Passaic County	Tel:(973) 790-6594
<b><i>Union</i></b>		
Neighborhood Health Services Corp. - Elizabeth	184 First Street Elizabeth, NJ 07206 Union County	Tel:(908) 355-4459 <a href="#">Website</a>
Neighborhood Health Services Corp. - Plainfield	1700-58 Myrtle Avenue Plainfield, NJ 07063 Union County	Tel:(908) 753-6401 <a href="#">Website</a>
Neighborhood Health Services Corp. - Plainfield High School	950 Park Ave. Plainfield, NJ 07060 Union County	Tel:(908) 754-5840 <a href="#">Website</a>
Neighborhood Health Services Corp. - Washington Elementary School	427 Darrow Ave. Plainfield, NJ 07060 Union County	Tel:(908) 731-4288 <a href="#">Website</a>
Neighborhood Health Services Corp. - Elizabeth	184 First Street Elizabeth, NJ 07206 Union County	Tel:(908) 355-4459 <a href="#">Website</a>



## **Appendix C**

Student Handbook Attestation Form



**Department of Funeral Service Education  
Student Handbook Attestation Form**

By signing below, I acknowledge that I received the AAS in Funeral Service Student Handbook and understand that the regulations it contains are effective August 1, 2014.

---

Student Name

---

Student Signature

---

Date